DAC Digest

October 28, 2015

NOTES FROM THE DIRECTOR

Thank You!
We have been getting many great responses about the DAC Digest. We are glad to hear they have been helpful. Thanks to all of you for taking the time to give us feedback.

Forward Exam
Last week, the OSA team met with Data Recognition Corporation (DRC) to discuss a workplan for the Forward Exam. Tahira will be sharing information about upcoming trainings and other announcements in the next couple of weeks as we finalize details.

A New Balance: Wisconsin's Strategic Assessment Systems - Webpage Launch
We're happy to announce that DPI's new strategic assessment webpage is now live! A broad cross-section of DPI staff are working hard to support Wisconsin educators on the strategic implementation of balanced assessment concepts, as well as data and assessment literacy, and data-driven best practices. To that end, this webpage contains our new 2-minute video, "What's Assessment All About?", explaining why strategic assessment systems are important to college and career readiness. Wisconsin's updated assessment charts serve as foundational resources for this work, and we encourage educators to make use of these resources. Additional resources and materials will be developed throughout the year. Please check back often as you work to promote strategic assessment practices.

Tea with Troy Office Hours
Don't forget to join us this Thursday, October 29 from 3:00-4:00 for our next optional Tea with Troy office hours. In addition to highlighting some assessment updates, we'll be discussing the following question: "What professional development activities do you have planned to support data analysis?" If you are unable to join us, the webinar will be recorded and archived on our website within a week. The access information for the live GlobalMeet webinar is as follows:
- From your computer, go to the GlobalMeet login page.
- Choose "Enter as a guest."
- Enter your name and email address (you do NOT need to "Register").
- Click "JOIN MEETING."
- Connect audio. The preferred option is to "Call My Phone." (Other audio connection options were provided in the one-page reference guide attached to the calendar invite emailed on Tuesday).

~Troy
Troy Couillard, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

FORWARD EXAM

- **Item Review Process:** On December 8th and 9th, DPI and DRC will be holding item review meetings at the Wilderness Resort in Wisconsin Dells, and Wisconsin educators have the opportunity to participate. We will have more information on the logistics in the coming weeks. In the meantime, we are looking for 5-7 content experts in each of the areas and grade levels listed below.

English and Language Arts, 3-4	**Math, 3-4**
English and Language Arts, 5-6	**Math, 5-6**
English and Language Arts, 7-8	**Math, 7-8**
Social Studies, 4	**Science, 4**
Social Studies, 8 & 10	**Science, 8**

  If members of your staff are interested in participating in these item review meetings, please direct them to visit our [Forward Educator Involvement webpage](#) for more information on how to be considered for this process. Information must be submitted to our office no later than Friday, November 13.

- **Reminder:** Data Recognition Corporation (DRC), the vendor selected for the Forward exam, has provided a link to a basic, [online demo](#) of their assessment platform. While this demo is not an actual practice test (practice tests to be released in February 2016), it does provide a good overview of the online test platform. The demo is not accessible through Explorer, so please use Chrome or Firefox for best results.

ACT HIGH SCHOOL ASSESSMENTS

- **ACT plus Writing:** *More than 90% of Wisconsin high schools completed the establishment process*
    - **Update:** ACT sent an "Establishment past due" email on October 27 to schools who have not completed the establishment process. In most instances, this is because schools have completed some but not all of the steps in PearsonAccess[next]. Specific directions on how to successfully complete the establishment process were included in this email.
        - General questions regarding the establishment process should be directed to ACT via the [Contact Us webpage](#) or by calling 800.553.6244 ext. 2800.
        - Accommodations-specific questions can be directed to ACTStateAccoms@act.org or by calling 800.553.6244 ext. 1788.
    - **Next Steps:**
        1. Once establishment information is submitted for a school, the assigned TC then receives an email about accommodations for the ACT test.
        2. **TCs who have completed the establishment process and have not received the ACT accommodations email from ACT should contact ACT.**
        3. The [DPI ACT High school Assessments Accommodations and Supports web page](#) is updated with accessibility related manuals, guides and informational videos.

- ○ **Accommodations Q & A sessions (Nov. 4 and Nov. 10)**
  - ■ Webinars will be available during the times listed below. ACT Test Coordinators, Special Education Directors/ACT Test Accommodations Coordinators, and DACs should plan on attending *one* of the following webinars. **One of these sessions will be recorded and archived for future reference.**

Wednesday, November 4	**10:00am**
	2:00pm
Tuesday, November 10	**10:00am**
	2:00pm

  - ■ ACT staff will provide an overview of the Test Accessibility & Accommodations (TAA) system, and demonstrate how to request accommodations through the online accommodations process. Staff will also answer questions regarding the types of accommodations available, the TAA system, trusted agent and test accommodations coordinator roles in TAA, and the accommodations request process.
  - ■ ACT will provide the registration information via email by the end of this week.

- ● **ACT Aspire**

  - ○ *REMINDER:* District assessment coordinators and high school principals should access the ACT Aspire Portal and update the permission status of district and school users. Please review the list of users in the portal who have access to your district and school reports to ensure that only those employees authorized to have access are listed in the portal as your district and school Aspire users. Add or delete the users as appropriate to ensure correct access to student data. Guidance for managing permission status of authorized users can be found at ACT Aspire Portal User Guide.

ACCESS for ELLs
- ● *REMINDER:* Test ordering closes in **2** days (**October 30!**) If you haven't yet finalized your ACCESS for ELLs order in the WIDA AMS, please do so. A reminder email containing instructions was sent by DRC in an email on Monday.
  - ○ Wisconsin will be testing **online** for grades 1-12 this year. Paper tests for Kindergarten, Alternate ACCESS for ELLs, large print, braille, and paper accommodations for students in grades 1-12 with an IEP/504 can be ordered separately in the WIDA AMS.
  - ○ An additional ordering window will open on December 3 for changes in student rosters.
- ● *REMINDER:* WIDA AMS **login information** should have been received last month. If you did not receive an email from the WIDA AMS, please ensure your DAC information is up-to-date, and contact the DRC Helpdesk.
- ● *NEW:* Please ensure that district staff who will be administering ACCESS for ELLs this year are working on the training checklists on the WIDA.us website. You may need to create accounts for new staff.
- ● *NEW:* Software testing should be happening in your schools. Technology Coordinators may download the Testing Site Manager (TSM) and DRC Insight Secure Browser packages from the WIDA AMS.

DYNAMIC LEARNING MAPS (DLM)

- Don't forget to mark your calendars for the upcoming district level training webinars scheduled for 11/3 or 5. These webinars are hosted by DLM and will be recorded.
- Updated versions of KITE Client, DLM's secure browser, are available for download from the DLM Website. All testing devices must use the updated version for the Spring 2016 administration. *Please note that DLM no longer supports Windows XP.*
- Released Testlets for Science are now available for districts to view. Information about the science test, including a *Guide to Practice Activities and Released Testlets for Science*, can be found on the DLM Science Testing Page.
- *REMINDER -* Individual Student Reports (ISRs): DLM delivered ISRs to all WI districts on September 28-29. This delivery came in the form of two emails from 'ku.edu'. Please check your email. Reports should be downloaded, reviewed, and distributed to parents as soon as possible.
  - If you *received* an email but did not download the reports in time, please contact DLM at dlm-support@ku.edu to have the link re-activated.
  - If you *did not receive* an email, please check your email settings to allow emails from 'ku.edu' and contact Kristen Burton at 608-267-3164.

PALS

- Fall Administration Window for grades 4K-5K is currently open.
  - **October 12 – November 6, 2015**: screening window
    - November 20, 2015: score entry deadline
- **IMPORTANT UPDATE:** The Fall Score Entry Window for grades 1-2 has been extended until this Friday, October 30. Please ensure that all student data has been entered in the PALS Online Score Entry and Reporting System.
- Student results from PALS screening should be provided to parents/guardians at parent-teacher conferences or via other methods. For more information see:
  - http://www.palswisconsin.info/parent-lettersuu/
- *REMINDER:* Districts should ensure that they have completed the Student Data Upload into the PALS Online Score Entry and Reporting System for their 4K and 5K students as there will not be a statewide upload of data.

NAEP *(For selected schools only)*

- *REMINDER:* The release date for the NAEP 2015 Reading and Mathematics results is today, October 28th. National, State, and Trial Urban District Assessment (TUDA) results will be available. For more information, visit https://www.nagb.org/ and DPI's News Release.
- *REMINDER:* E-file student list submissions are due by the end of this week (October 31). Schools often ask districts for help with this task. Please contact Angela Dugas if there are any questions or problems.

DAC DIGEST DIGESTIBLES (Dates/tasks that are newly added this week are in **bold**)

Important Dates to Remember

October	26-30: ISES closed for data validation	General
	28: 2015 NAEP Reading/Math results announced	NAEP
	29: Tea w/Troy Optional Office Hours (3:00-4:00)	General
	30: ACCESS for ELLs ordering window closes	ACCESS
	30: District Technology Coordinator forms due to OSA	General
	30: PALS *revised* score entry deadline for 1st and 2nd grade students	**PALS**
	31: Schools participating in NAEP submit their student list "e-file" on MyNAEP	NAEP
November	2-25: ISES Data Correction Window	General
	3: DLM District Level Training Webinar (11:00)	DLM
	4: ACT Accommodations Q&A session - 1	ACT
	5: DLM District Level Training Webinar (2:00)	DLM
	6: PALS screening window for 4K and 5K closes	PALS
	10: ACT Accommodations Q&A session - 2	ACT
	12: ACCESS for ELLs Pre-ID file generated by DPI from ISES - all EL info must be up to date	ACCESS
	20: Grades 4K and 5K PALS score entry deadline	PALS
	20: Deadline to submit requests for ACT-approved accommodations	ACT
	23: ACCESS for ELLs Test Setup opens	ACCESS
	23: Tea w/Troy Optional Office Hours (3:00-4:00)	General
December	1: Districts receive ACCESS test materials, test labels	ACCESS
	2: Test Administration Q&A Training Session for the ACT and ACT WorkKeys	ACT
	5: ACCESS for ELLs Testing Window opens	ACCESS
	8-9: Forward Exam Item Review Meeting	**Forward**

Important Tasks to Remember

❏	Order ACCESS for ELLs tests by 11:59pm on October 30th	ACCESS
❏	Add district/school staff who will be administering the ACCESS for ELLs this year to the WIDA AMS; ensure staff have WIDA.us training account, **and are working on the training checklists**	ACCESS
❏	Tech Coordinators should be downloading the TSM and DRC Insight secure browser	ACCESS
❏	**TCs who have completed the establishment process and have not received the ACT accommodations email from ACT should contact ACT**	**ACT**
❏	**Ensure that DACs, ACT Test Coordinators, and SpEd Directors/ACT Accommodations Coordinators plan to attend one of the 11/4 or 11/10 Accommodations Q & A Sessions**	**ACT**
❏	Review ACT Aspire Portal users to ensure information is accurate and up-to-date	Aspire

❏	Activate DLM user accounts in Educator Portal at least one week prior to needing access to required Test Administration training on Moodle	DLM
❏	**Tech coordinators can access and download KITE Client; all testing devices must be updated for spring 2016**	**DLM**
❏	**DLM ISRs should be downloaded, reviewed, and distributed to parents/guardians asap**	**DLM**
❏	**Review DLM Science Test information**	**DLM**
❏	**Check out the Forward Educator Involvement webpage on our website to learn more about the upcoming 12/8-9 Item Review Meetings**	**Forward**
❏	Check out DRC's online test demo	Forward
❏	**Provide student results from PALS to parents/guardians (see above)**	**PALS**
❏	Upload student data into the PALS Online Score Entry and Reporting System *(Information on the steps required to perform this upload can be found HERE)*	PALS
❏	Identify DTC for your district and submit DTC form to OSA by 10/30	General
❏	**Check out the new Strategic Assessment webpage, video, and charts**	General